



Microsoft® Office Access 2003: Level 2

Course Description

Course Objective: You will design and create a new Access database; improve queries, forms, and reports; and integrate Microsoft® Office Access 2003 with other applications.

Prerequisites: To ensure the successful completion of Microsoft Access 2003: Level 2, we recommend completion of:

- Microsoft Access 2003: Level 1

A basic understanding of Microsoft® Excel and Microsoft® Word would also be helpful, but is not required.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- follow the steps required to properly design a simple database.
- create a new database with related tables.
- control data entry by modifying the design of a table to streamline data entry and maintain data integrity.
- find and retrieve desired data by using filters and joins between tables and within a single table.
- create flexible queries to display specified records; allow for user-determined query criteria; and add, update, and delete data with queries.
- enhance the appearance, data entry, and data access capabilities of your forms.
- customize reports to better organize the displayed information and produce specific print layouts such as mailing labels.
- use Access data in other applications, including Microsoft Word and Excel.

Course Content

Lesson 1: Planning a Database

- Topic 1A: Design a Relational Database
- Topic 1B: Identify Database Purpose
- Topic 1C: Review Existing Data
- Topic 1D: Determine Fields
- Topic 1E: Group Fields into Tables
- Topic 1F: Normalize the Data
- Topic 1G: Designate Primary and Foreign Keys

Lesson 3: Controlling Data Entry

- Topic 3A: Restrict Data Entry with Field Properties
- Topic 3B: Create an Input Mask
- Topic 3C: Create a Lookup Field

Lesson 2: Building the Structure of a Database

- Topic 2A: Create a New Database
- Topic 2B: Create a Table Using a Wizard
- Topic 2C: Create Tables in Design View
- Topic 2D: Create Relationships between Tables

Lesson 4: Finding and Joining Data

- Topic 4A: Find Data with Filters
- Topic 4B: Create Query Joins
- Topic 4C: Join Unrelated Tables
- Topic 4D: Relate Data Within a Table



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Lesson 5: Creating Flexible Queries

- Topic 5A: Set Select Query Properties
- Topic 5B: Create Parameter Queries
- Topic 5C: Create Action Queries

Lesson 7: Customizing Your Reports

- Topic 7A: Organize Report Information
- Topic 7B: Set Report Control Properties
- Topic 7C: Control Report Pagination
- Topic 7D: Summarize Information
- Topic 7E: Add a Subreport to an Existing Report
- Topic 7F: Create Mailing Labels

Lesson 6: Improving Your Forms

- Topic 6A: Enhance the Appearance of a Form
- Topic 6B: Restrict Data Entry in Forms
- Topic 6C: Add Command Buttons
- Topic 6D: Create a Subform

Lesson 8: Expanding the Reach of Your Data

- Topic 8A: Publish Access Data as a Word Document
- Topic 8B: Analyze Access Data in Excel
- Topic 8C: Export Data to a Text File
- Topic 8D: Merge Access Data with a Word Document

